



TARHEEL SWIMMING ASSOCIATION  
PO BOX 91112  
RALEIGH, NC 27675

[www.tsanc.org](http://www.tsanc.org)

### **TSA Meet Overview**

The TSA meet was designed to for simplicity. Its key feature is the lack of recorded stopwatch times. The only use of stopwatches at a meet is to determine if pool records have been broken. The meet consists of 66 events, 20 relays and 46 individual events. Swimmers are divided into six age groups by gender. Six-and-under swimmers swim 15 yards to a rope stretched across the pool. The 7-8 and 9-10 age groups swim one pool length, or 25 yards. The 11-12, 13-14, and 15-18 age groups swim 50 yards. A maximum of 514 points will be split between the two competing teams, of which 100 can be from relay events. In a relay, only the first place team scores, earning 5 points. In an individual event, first place scores 5 points, second place scores 3 points and third place scores one point. Points are awarded in the first heat only, also referred to as the Main Event. Those swimmers will receive a place ribbon at some time after the meet (barring disqualification). Only swimmers in the Main Event are judged for infractions. Heat swimmers are awarded heat ribbons as they emerge from the water upon completion of their races.

A six-and-under swimmer is limited to swimming in two individual main events, but may swim the third stroke in a heat. Six-and-unders do not swim relay events (unless they are swim as a move-up in a higher age group which is permitted for relays only) and they do not swim butterfly. Swimmers in all other age groups are limited to three individual main events, but may swim their fourth stroke in a heat.

Effective supervision of swimmers is key to the success of a well-organized meet. It begins with the arrival of the swimmers prior to warmup. The home team warms up from 5-5:30 PM followed by the visiting team from 5:30-6 PM. Arrivals should be planned for 30 minutes prior to warmup. This gives the coaches time to take attendance to see if they need to make adjustments to the lineup for no-shows. Also, a common practice among TSA teams is to "tattoo" the swimmers with their unique ID# so that the team's personal best timers can record the time. **Recording these stopwatch times is strictly unofficial.** Many clubs track their swimmers' progress and offer incentives for improvement, but the times are never used in the competition. For the big invitational meets, note that you will need to submit a time for each swimmer's entry, but this is for seeding the heats so that swimmers race against their own field of competition.

Meets require the help of many volunteers. A minimum of 16 volunteers from the home team must be on deck, and a minimum of 8 for the visiting team. This number does not include the many "kid-pushers" needed to supervise the swimmers as they socialize between events. These kid-pushers are responsible for listening for the call for their group, lining them up according the lineup supplied by the coach, and delivering them to the starting end of the pool where the Clerks of Course will move them toward the starting blocks. Once the group swims, perhaps after a stop to speak with the coach, the swimmers return to their kid-pusher to be supervised until their next event.

Here's the general flow of what occurs at a meet. The **Announcer** calls for an event to report to the **Clerk of Course**. For example, s/he would say, "First call for 6&under boys freestyle, please report to the Clerk of Course." Shortly thereafter, the **Announcer** will make the "last call" for the event. The **Kid Pushers** supervising the 6&under boys would then organize the boys from fastest to slowest as determined by the lineup that the **Coach** has prepared and distributed to the **Kid Pushers** prior to the start of the meet. The **Kid Pusher** then escorts the boys to the starting end of the pool and keeps them organized while their time to swim approaches. When the event is about two heats away, the **Clerk of Course** for each team will direct the swimmers, heat by heat. As the **Kid Pusher's** responsibilities diminish at the starting end, they continue back in the holding area as the swimmers complete their races, visit their **Coach**, and return to their designated holding area. Now repeat that process 65 more times and you've completed a meet.

We've covered the Announcer, the Kid Pusher, and the Clerk of Course. What are all the other volunteers doing? For a point-scoring main event (the first heat of each event), the **Clerks of Course** line up the main event according to the event sheet (all event sheets are given to the **Clerk of Course** by their respective **Coaches**). **Runner#1** then takes from the **Clerk of Course** the event sheet for each team, which shows the swimmers and lane assignments for that main event, and runs it to the **Recorder**. The **Starter**, of course, issues the commands to the swimmers to step up and take their mark, and then starts the race. During the main event, the **Stroke and Turn Judges** look for infractions and disqualify swimmers as necessary. **Runner#2** carries the completed DQ slips from the **Stroke & Turn Judges** to the **Scorers**, seated at the scoring table. The **Place Judges** observe the order of finish for the main event, and report the results to the **Recorder**. **Runner#1** then takes the two event sheets to the **Scorers**. The **Scorers** adjust the results if a swimmer has been disqualified and mark it on the event sheets. The **Scorers** then record the score and keep a running tally. They also check to see if new pool records have been set and write down on a separate sheet of paper the swimmer's name, team, event, and time for the new record. **Runner#2** runs pool record information to the **Announcer** and he announces new pool records. Once the **Scorers** finish with the event sheets, the sheets are passed on the **Ribbon Writers**, who transfer the swimmers names and event information onto the ribbon labels. Again this process happens 66 times during the meet. Between main events, however, non-point scoring heats are swum that do not get judged for infractions, and only the winner is observed. The **Heat Ribbon Distributors** perform their job only during heats, distributing a heat winner ribbon to the winner of each heat and participation ribbons to the other swimmers in the heat. There is no flow of paper necessary for a heat, other than the **Coach** passing the lineup for each event to the **Kid Pushers** before the start of the meet. The running meet score after the Medley Relay, Free, Back, Breast, and Fly is typically announced by the **Announcer** during the meet, and of course the final score is announced when the **Scorers** have finished tallying and the **TSA Reps** have signed off on the score. **Runner#2** relays score information from the **Scorers** to the **Announcer**.

What causes inefficiencies at a meet? It can start with poor supervision of the swimmers. They must report to the starting end of the pool when called. Relays are particularly challenging, keeping the team together, and then splitting the 10-unders to have 2 swimmers on each relay team at each end of the pool. For individual events, kid-pushers must supervise swimmers until they are one or two heats away from their own heat, when the Clerks of Course take over. The coach can cause inefficiencies by incorrectly completing or not completing the event sheets or meet lineups used by the kid pushers. The recorder can slow down a meet by not recording the judges calls quickly, delaying them from being ready for the next main event. The judges and recorder must quickly switch ends of the pool as the length of the race changes.

All this said, a well-run meet is a lot of fun for everyone, so let's be prepared!

# TSA DUAL MEET ORDER OF EVENTS

## 1. Medley Relay

7-8 boys  
7-8 girls  
9-10 boys  
9-10 girls  
11-12 boys  
11-12 girls  
13-14 boys  
13-14 girls  
15-18 boys  
15-18 girls

## 2. Freestyle

6-under boys  
6-under girls  
7-8 boys  
7-8 girls  
9-10 boys  
9-10 girls  
11-12 boys  
11-12 girls  
13-14 boys  
13-14 girls  
15-18 boys  
15-18 girls

## 3. Back

6-under boys  
6-under girls  
7-8 boys  
7-8 girls  
9-10 boys  
9-10 girls  
11-12 boys  
11-12 girls  
13-14 boys  
13-14 girls  
15-18 boys  
15-18 girls

## 4. Breaststroke

6-under boys  
6-under girls  
7-8 boys  
7-8 girls  
9-10 boys  
9-10 girls  
11-12 boys  
11-12 girls  
13-14 boys  
13-14 girls  
15-18 boys  
15-18 girls

## 5. Butterfly

7-8 boys  
7-8 girls  
9-10 boys  
9-10 girls  
11-12 boys  
11-12 girls  
13-14 boys  
13-14 girls  
15-18 boys  
15-18 girls

## 6. Freestyle Relay

7-8 boys  
7-8 girls  
9-10 boys  
9-10 girls  
11-12 boys  
11-12 girls  
13-14 boys  
13-14 girls  
15-18 boys  
15-18 girls

## THE MEET LINEUP

The key to a smooth and well-run swim meet is being organized at the starting end of the pool. Good organization begins with good paperwork prepared by the coach prior to arriving at the meet. The coach should spend time before each meet preparing two key forms, the age group lineups (unofficial but essential to a smooth running meet) and the event sheets (official forms supplied by TSA). The documents are adjusted just prior to the start of the meet as the no-shows are identified. Once the coach turns over the paper trail to the kid pushers and clerks of course just before the meet begins, he/she can focus on the swimmer's performances and follow up with them after their swims.

**AGE GROUP LINEUP** – Completed by coach, given to kid-pushers, remains with kid-pushers through the meet.

The coach starts with copies of the roster preprinted with swimmer names. The format below is recommended. A separate page for each age group and gender works best so they can be distributed to the respective kid-pushers just before the meet begins. The relay teams are designated as A, B, C, etc. The 1, 2, 3, 4 associated with each relay team determines the order in which the team members will swim. The numbers written under the individual events indicate the order in which swimmers line up for individual events (generally based on fastest to slowest times). This format makes it easy for the coach to limit swimmers to three main events (first heats) according to TSA rules. The kid-pushers simply look down each column and line the swimmers up in the order specified and deliver them to the clerk of course in that order. **NONE OF THE NUMBERS ON THIS FORM REPRESENT A LANE ASSIGNMENT!**

### AGE GROUP LINEUP

7-8 Girls	Medley Relay		Individual Events				Free Relay	
	Team	1 Back 2 Brst 3 Fly 4 Free	Free	Back	Brst	Fly	Team	1 2 3 4
Swimmer	Team						Team	
Anderson, Amy	B	3	6	5	3	2	A	4
Bennett, Brianna	A	4	1	2	4	1	A	1
Cox, Courtney	B	2	4	4	1	5	B	2
Davis, Diana	B	1	3	3	2	4	B	3
Ellis, Elise	No Show		7	7	6	6		
Franklin, Felicia	A	3	5	6	7	7	A	3
Gomez, Gabriella	B	4	8	9	9		A	2
Harris, Hannah	---	---	---	---	---	---	---	---
Jackson, Jessica	A	1	10		11	8	9-10 C	1
King, Kendra	9-10 C	2	11	10	10		B	1
Larson, Lindsay	9-10 C	1	9	8	8		9-10 C	3
Martin, Madison	A	2	2	1	5	3	B	4
Write in younger swimmers swimming up to this age group here (relays only)								

**EVENT SHEETS** – Completed by coach, given to clerk of course (usually at start of meet)

The event sheet pad supplied by TSA will designate lane assignments for the relay teams and for the point-scoring first heat in each individual event. If you have just one clerk for your team, the coach should fill out one pad that is completed in the order of events. If you have a boys clerk and a girls clerk for your team, the coach should fill out a one pad for the boys and one for the girls prior to arriving at the meet. Fill in only your assigned lanes, 1, 3, and 5 for home meets, and 2, 4, and 6 for away meets. Make sure you know if you are swimming at a 4-lane pool before you complete your event sheets.

Complete the event sheets without tearing them off the pad. This keeps them in order for the clerk of course. The basic guideline for RELAYS is to complete a sheet for each main event AND for subsequent heats. Unless you have more than 12 swimmers (assuming you're swimming in a 6-lane pool, that's 3 teams of 4), you will not need to worry about listing the teams for a second heat, so one sheet for the main event will do. Why include a sheet if you're running a second heat? Because the clerk of course is going to need to know the 4-swimmer groupings by name and stroke to get the teams organized at the blocks. The ribbon writers also need to know the names of the swimmers on each relay team. For relay events, the format of the event sheets doesn't accommodate the entry of 4 swimmers per lane very well. Be sure to include all four names and the numbered order in which they swim the race. For the 7-8 and 9-10 groups, it is particularly critical for the swimmer names and order they swim to be clear because the breaststroker and freestyler on each team dive in at the other end of the pool.

Tip: If you do not have swimmers available to participate in a relay or individual event, go ahead and fill out a sheet for that age group/gender with "NO ENTRIES" written across it to let the clerk know not to go look for a missing event sheet or to expect swimmers for that event. The clerks can then also start organizing a combined event race if possible.

For the INDIVIDUAL events, free, back, breast, and fly, ONLY MAIN EVENTS (point-scoring first heats) should be listed. Why? Because we have no official need to know that Sam Swimmer swam in non-scoring Heat 3 in Lane 5. The Clerk of Course simply needs to know 1) who is swimming where in the main event (also referred to as Heat 1) and 2) what bodies are swimming subsequent heats, preferably in order from fastest to slowest. Why fastest to slowest? If the opposing team is ordering their swimmers the same way, then all swimmers will generally be swimming against their own field of competition.

So if we care about lining them up fastest to slowest, why not go ahead and use the event sheet pad? Because if the kid pusher has done his/her job correctly by bringing up the right kids in the right order, the event sheet is just trash in the hands of the clerk of course. First reason, because the coach filled out the pad on the assumption that those swimmers would be at the meet. Does everyone show up at a meet when they say they will? Never! Once you start shifting to fill open lanes, your heat sheets become obsolete. Second reason, once the opposing team runs out of heat swimmers, your team can fill those empty lanes until everyone has swum. Third reason, because the recorder uses the event sheets to record the finish for main events only, but doesn't need an event sheet for a heat. This extra sheet that looks so much like the main event sheet that it creates confusion. The clerk really does not have any use for this sheet if your kid pushers are properly using their roster line-ups prior to presenting the swimmers to the clerk of course.

Basically the clerk can wing the heats, but not the main events. Precision is demanded in the main events to satisfy the needs of the paper trail which ends with the ribbon writer. We don't want Ann's ribbon to go to Erica. Heat swimmers receive their ribbons as they come out of the water, so there's no need for name tracking and sticking to lane assignments. The paper trail for heats ends with the kid pusher but the paper trail for a main event goes on to the recorder, scorer and finally the ribbon writer.

So the kid pusher uses the alphabetical roster by age group and by gender that the coach has completed prior to the meet (which has been updated upon arrival after the coach sees who didn't show up) to gather and arrange those swimmers participating in the upcoming event. Kid

pushers should present that set of swimmers to the clerk of course already in order for that event. The clerk can then seat them to fill the team's assigned lanes and spread across open lanes when they become available.

So you can see that the coach is the planner and recorder of who swims what, the kid pusher is the gatherer and organizer, and the clerk of course coordinates with the other team's clerk to fill the lanes in the races.

The worst part of the coach's job at the meet is to figure out how to reorganize relays to deal with the problem of no-shows. This all has to get resolved before 6:00, which makes it difficult when you're the visiting team and you're trying to run warm-ups from 5:30 to 6:00. Parents need to understand what a mess it creates when they don't get their kids to a meet. It's a good idea to always have a roster posted at the pool, with swimmer names down the side and meets for the season listed across the top. Families can check the meets they will miss. The coach picks up this roster on the day of the meet and refers to it in doing the lineup and then returns it to the pool the next day. It's not a perfect system but it does help.

Relay "swim-ups" - Another challenging job the coach has at the meet is to compile a list of swimmers who are eligible to "move up," or swim a relay in an age group older than they are. Let's say you have only two 13-14 girls at a meet and that you have ten 9-10 year olds. Two of your 9-10 girls will not be able to swim in a relay in their own age group. To give them the opportunity to swim, TSA rules allow you to move them up to an age group that also has a remainder of a multiple of 4. As long as at least one swimmer in a relay is a true member of that age group, you may swim up three younger swimmers to complete the relay. You may also use 6-unders to fill in, but you want to make sure their strokes are legal to avoid a DQ. So in the situation described above, you could have kept your two 9-10 girls in their group and moved up some available 7-8s or 6-unders. Generally, though, you move up swimmers to groups with less than 4 swimmers, so you can swim one team. Remember, only first place scores in a relay. So you may want to limit your expenditure of mental energy to organizing only those move-ups that might enable you to improve your score. Back to the example to illustrate. You could keep your two 9-10 swimmers in their relay and move up two younger swimmers to form the third relay team. It's unlikely that that third team will be a contender for first place. What's important is that the move gave four swimmers a chance to swim a relay that they would otherwise have to sit out.

Whew, all this just to get the race started! Now you can understand why it's so important for each kid pusher to have the roster lineup to begin the process of getting their swimmers to the blocks, and why the clerk of course needs the event sheets for relays and point-scoring first heats of the individual events.

You might want to post the order of events in several locations at your meets for parents who are worried about their children missing their races. When both teams are well supervised by a sufficient number of kid pushers, the panic factor is low. It is helpful to keep swimmers together in their age groups and limit their wandering.

Coach prepares a minimum of 66 event sheets per meet. In cases of swimming heats of relay events; i.e., you have more than three relay teams in an event, complete an event sheet with those relay team assignments for the Clerk of Course. In cases where there are no entries for a main event, either a relay or individual event, include an event sheet marked, "No Entries."

**Event Sheets completed by Coaches and given to Clerks of Course before meet begins.**

<b>EVENT SHEET</b>			
TYPE:	<u>Main</u>	Heat	
SEX:	Boys	<u>Girls</u>	
AGE:	8-U <u>7-8</u>	9-10 11-12 13-14 15-18	
STROKE:	<u>Free</u>	Back Breast Fly	
	Medley Relay	Free Relay	
Lane	Contestant	Club	Place
1	Madison Martin	W	
2			
3	Brianna Bennett	W	
4			
5	Diana Davis	W	
6			
Time: _____			

<b>EVENT SHEET</b>			
TYPE:	<u>Main</u>	Heat	
SEX:	Boys	<u>Girls</u>	
AGE:	8-U <u>7-8</u>	9-10 11-12 13-14 15-18	
STROKE:	Free	Back Breast Fly	
	<u>Medley Relay</u>	Free Relay	
Lane	Contestant	Club	Place
1	1 Diana Davis 2 Charley Cox 3 Amy Anderson 4 Gabriella Gomez	W	
2			
3	1 Jessica Jackson 2 Madison Martin 3 Felicia Franklin 4 Brianna Bennett	W	
4			
5			
6			
Time: _____			

## EVENT SHEETS

### The Paper Chase

1. Coach arrives at warm-ups with *completed* event sheets, one for each main event, arranged in order of events. That's 66 event sheets per team, plus more for any extra relay heats (larger teams may have more than 3 relay teams in some events). The coaches will make last minute changes to event sheets prior to 6 PM to adjust for swimmers not showing up. Refer to "The Meet Lineup" for details on how the coach prepares the entries. The key points are: Home team swims in lanes 1, 3, and 5; visiting teams swim in lanes 2, 4, and 6. For away meets, coach must know if it is a four-lane pool before preparing event sheets. Make sure sheet is complete - the event fully identified, swimmers' first and last names, and the club designated for each swimmer. For events with no entries, submit an event sheet marked, "No Entries" so the clerks, Recorder and Scorers will know a sheet has not been lost. On relays, clearly denote the order of swimmers on each relay team.
2. As early before 6 PM as possible once all last minute changes have been made, coach gives his/her Clerk of Course the stack of event sheets. Clerks use the event sheets to assign lanes to main event swimmers. As soon as an event is lined up, the runner takes the sheet from each team's clerk and delivers it to the recorder. The Recorder records the results of the race as called by the Place Judges.
3. The runner then takes the two sheets and delivers to the scorer's table. If the Stroke & Turn Judge has issued a DQ, the other runner will deliver the DQ slip to the scorer's table. The scorers will note the revised order of finish on the sheets and attach the DQ slip to the team's event sheet whose swimmer was disqualified. The Scorers record results on their respective score sheets. They pass the two event sheets on to the Ribbon Writers.
4. The Ribbon Writers transfer information onto the labels for the ribbons. The event sheet for each team is then stacked and returned to the team's coach or rep along with the ribbons at the conclusion of the meet. And so goes the circle of life...

**Event Sheets completed by Coaches and given to Clerks of Course before meet begins.**

#### Home Team

#### Visiting Team

Home Team	Visiting Team																																																								
<p><b><i>EVENT SHEET</i></b></p> <hr/> <p>TYPE:    <u>Main</u>            Heat            SEX:     Boys            <u>Girls</u></p> <p>AGE: 8-U <u>7-8</u> 9-10 11-12 13-14 15-18</p> <p>STROKE: <u>Free</u> Back Breast Fly            Medley Relay Free Relay</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Lane</th> <th>Contestant</th> <th>Club</th> <th>Place</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Madison Martin</td> <td style="text-align: center;">W</td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td>Brianna Bennett</td> <td style="text-align: center;">W</td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">5</td> <td>Diana Davis</td> <td style="text-align: center;">W</td> <td></td> </tr> <tr> <td style="text-align: center;">6</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Time: _____</p>	Lane	Contestant	Club	Place	1	Madison Martin	W		2				3	Brianna Bennett	W		4				5	Diana Davis	W		6				<p><b><i>EVENT SHEET</i></b></p> <hr/> <p>TYPE:    <u>Main</u>            Heat            SEX:     Boys            <u>Girls</u></p> <p>AGE: 8-U <u>7-8</u> 9-10 11-12 13-14 15-18</p> <p>STROKE: <u>Free</u> Back Breast Fly            Medley Relay Free Relay</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Lane</th> <th>Contestant</th> <th>Club</th> <th>Place</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td>Amanda Adams</td> <td style="text-align: center;">OH</td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td>Kelsey Crow</td> <td style="text-align: center;">OH</td> <td></td> </tr> <tr> <td style="text-align: center;">5</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">6</td> <td>Nicole Marsh</td> <td style="text-align: center;">OH</td> <td></td> </tr> </tbody> </table> <p>Time: _____</p>	Lane	Contestant	Club	Place	1				2	Amanda Adams	OH		3				4	Kelsey Crow	OH		5				6	Nicole Marsh	OH	
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After Recorder has recorded results called by the Place Judges, Runner delivers to Scorers.

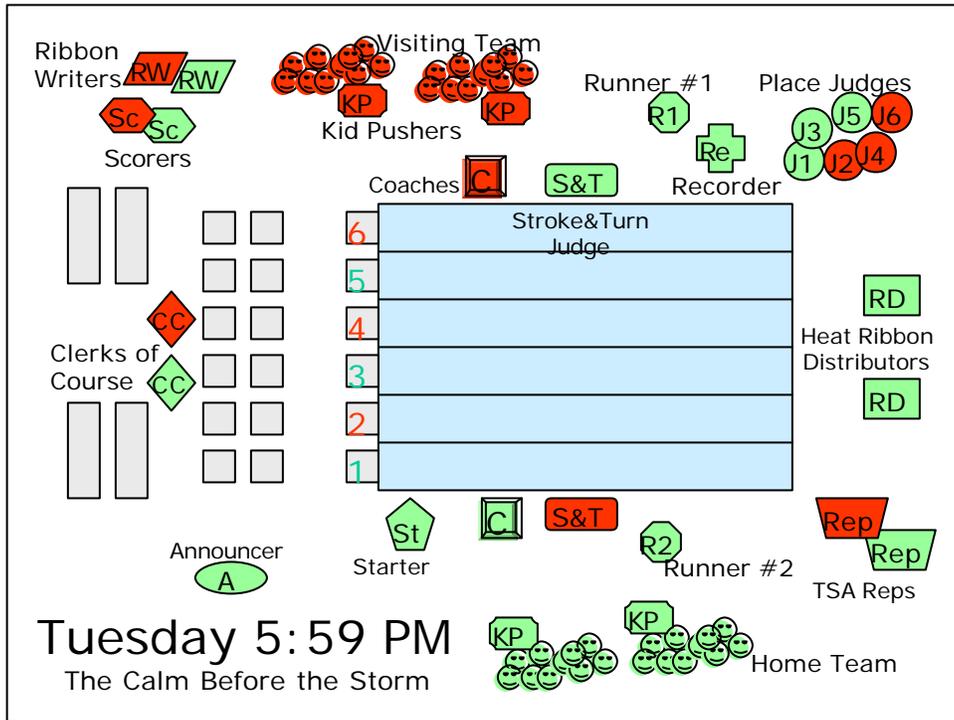
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TYPE: <u>Main</u> Heat			
SEX: Boys <u>Girls</u>			
AGE: 8-U <u>7-8</u> 9-10 11-12 13-14 15-18			
STROKE: <u>Free</u> Back Breast Fly Medley Relay Free Relay			
Lane	Contestant	Club	Place
1	Madison Martin	W	5
2			
3	Brianna Bennett	W	2
4			
5	Diana Davis	W	4
6			
Time: _____			

<b>EVENT SHEET</b>			
TYPE: <u>Main</u> Heat			
SEX: Boys <u>Girls</u>			
AGE: 8-U <u>7-8</u> 9-10 11-12 13-14 15-18			
STROKE: <u>Free</u> Back Breast Fly Medley Relay Free Relay			
Lane	Contestant	Club	Place
1			
2	Amanda Adams	OH	3
3			
4	Kelsey Crow	OH	
5			
6	Nicole Marsh	OH	6
Time: <u>26.20 / 27.82</u>			

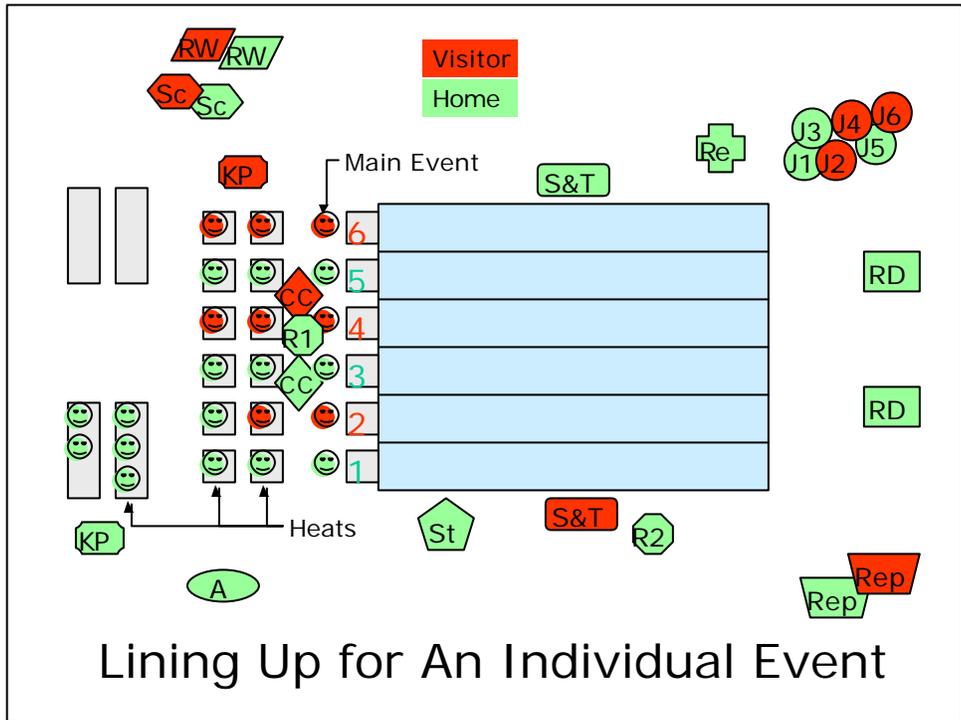
Stroke and Turn Judge has issued DQ. Runner delivers slip to Scorers. Scorers correct results before passing on to Ribbon Writers.

<b>EVENT SHEET</b>			
TYPE: <u>Main</u> Heat			
SEX: Boys <u>Girls</u>			
AGE: 8-U <u>7-8</u> 9-10 11-12 13-14 15-18			
STROKE: <u>Free</u> Back Breast Fly Medley Relay Free Relay			
Lane	Contestant	Club	Place
1	Madison Martin	W	<del>5</del> 4
2			
3	Brianna Bennett	W	2
4			
5	Diana Davis	W	<del>4</del> 3
6			
Time: _____			

<b>EVENT SHEET</b>			
TYPE: <u>Main</u> Heat			
SEX: Boys <u>Girls</u>			
AGE: 8-U <u>7-8</u> 9-10 11-12 13-14 15-18			
STROKE: <u>Free</u> Back Breast Fly Medley Relay Free Relay			
Lane	Contestant	Club	Place
1			
2	Amanda Adams	OH	<del>3</del> DQ
3			
4	Kelsey Crow	OH	
5			
6	Nicole Marsh	OH	<del>6</del> 5
Time: <u>26.20 / 27.82</u>			



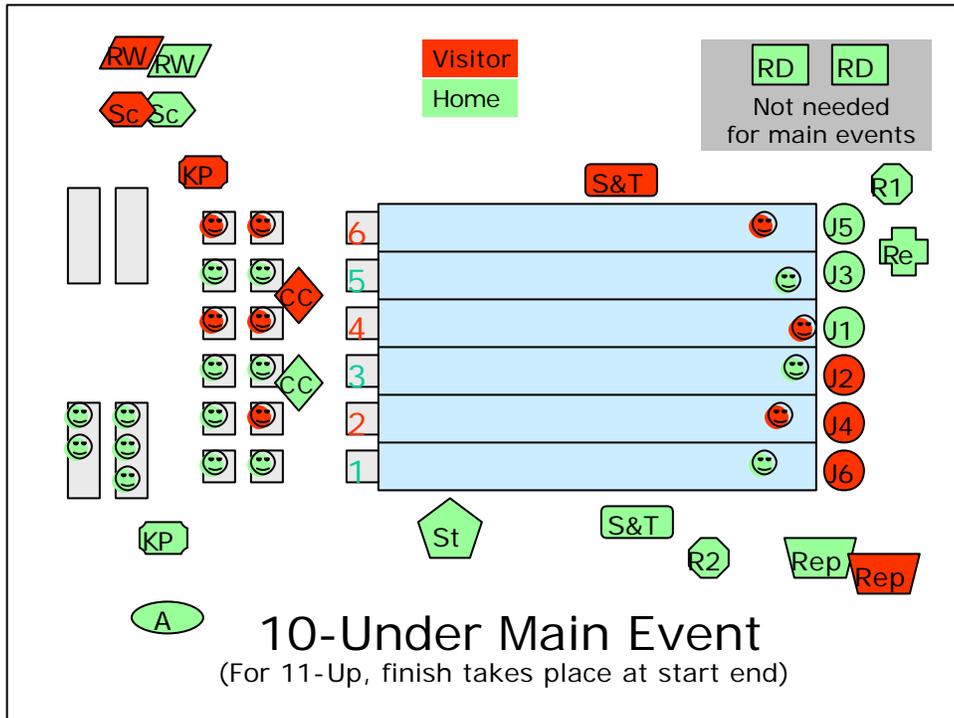
Not shown on this diagram are the personal best timers because they are not used for purposes of scoring the meet. However, both teams usually have a group of timers who use stopwatches to record the times of each of their swimmers. The swimmers can then track their improvement through the season. Timers may want to join forces and each take a lane, exchanging swimmers' times throughout the meet, assuming all swimmers are marked with their ID's.



## Lining Up for An Individual Event

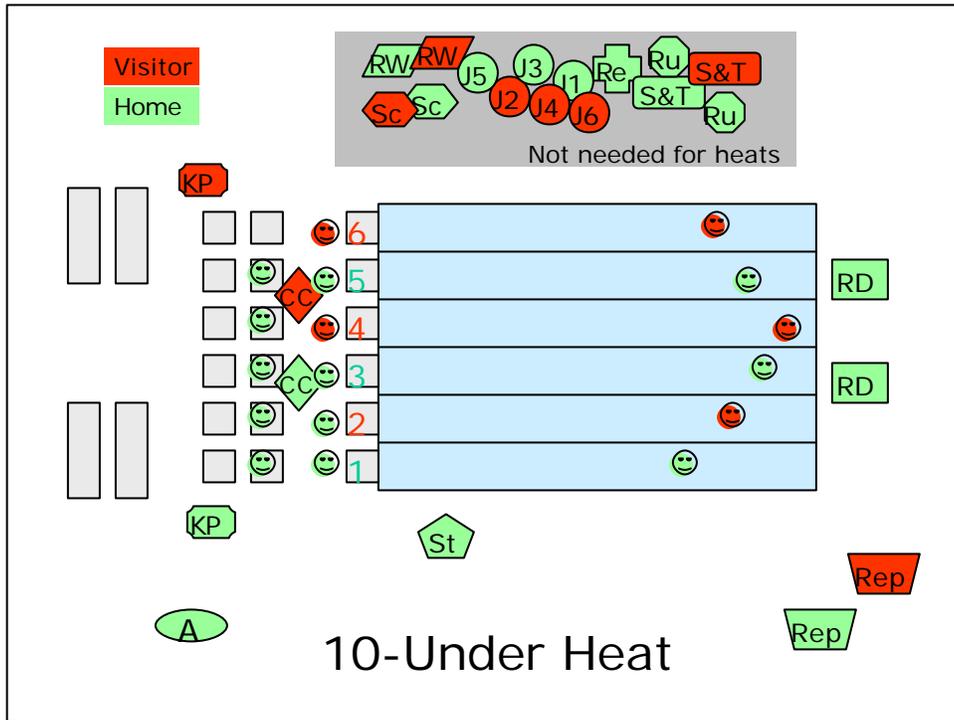
The Clerk of Course for each team will organize swimmers into heats using filling the designated lanes (1, 3, 5 for home team; 2, 4, 6 for visiting team). For the first heat, the point-scoring Main Event, each team's event sheet indicates the swimmers and their lane assignments. For subsequent heats, the Clerks should try to place the swimmers in heats in the order in which they were delivered by the Kid Pusher to allow swimmers to compete at their own level. Once one team runs through all their swimmers, all lanes become available to the larger group. The last heat should always have at least three swimmers by pulling from the next to the last heat.

In the Main Event, all officials, except for the Heat Ribbon Distributors, play a role. Runner#1 will carry the event sheets from the Clerks of Course and deliver to the Recorder at the finish end. Once the Recorder records the finish as observed by the Place Judges, Runner#1 will carry the 2 event sheets to the Scorers. Runner#2 picks up DQ slips from the Stroke and Turn Judges, who judge for infractions, as needed and deliver them to the Scorers.

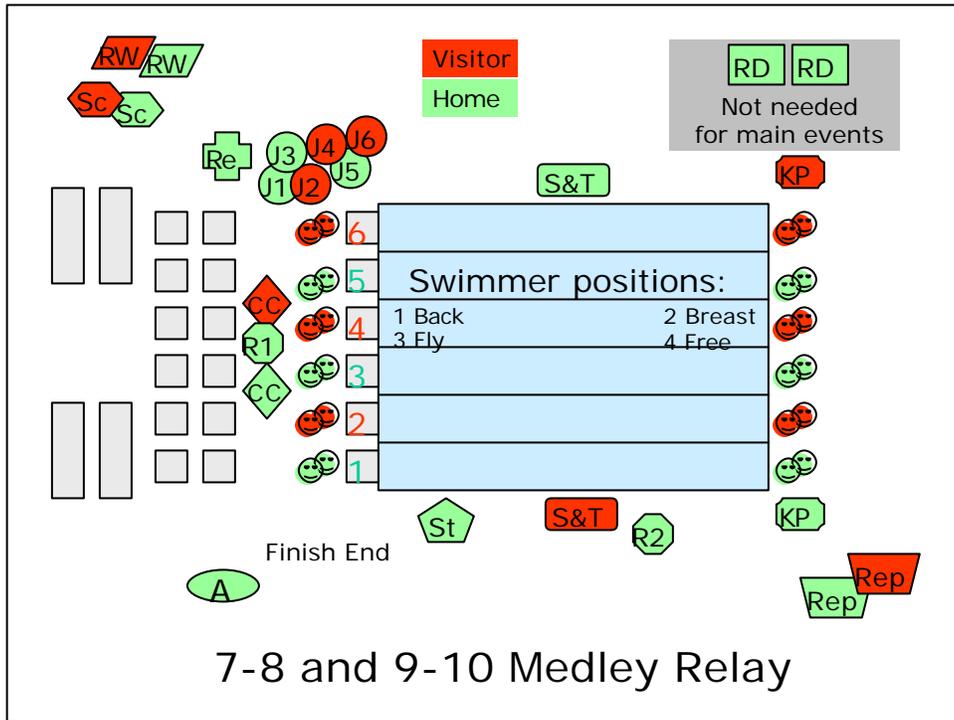


Places Judges generally stand together at the corner of the the finish end and call the results together. They then should take their respective places in the lanes. When the races finish at the starting end, if it is too crowded to stand in the lane of each judge's finish, each judge should hold up their fingers to designate the lane. Recorder must be careful not to record these finishes in error.

The first and second place judges time the swimmers that finish first and second. These times are recorded on the event sheet and used by the Scorers to compare to pool records. The second place time is only eligible if the first place swimmer was disqualified. Scorers should never change the results if they see that the second place time is faster than first place. Place judges should call the race by what they see, not by comparing stopwatch times.



For each heat following the main event, the Heat Ribbon Distributors call the winner and award that swimmer with a heat winner ribbon and distribute heat ribbons to all other swimmers in the heat. The officials grouped together in the block labeled "Not Needed" play no role in the heat swims, but they are often busy compiling and relaying the information around the pool deck.



The first event is the Medley Relay, the most difficult event to organize in the entire meet. All relays finish at the starting end of the pool. The 7-8 and 9-10 age group swimmers each swim 25 yards in their leg of the race. This means that Swimmers 1 and 3 (Back and Fly) start at the blocks, and Swimmers 2 and 4 (Breast and Free) start their legs of the race at the other end. Swimmers should be well prepared and know what stroke they are to swim in this event. Kid pushers should reinforce the lineup for this event, so that the swimmers are confident in knowing the stroke they are to swim.

## ***Tips for Scoring and Ribbon Writing***

### **Tie Finishes**

**Individual Events** - Unless there are less than 3 swimmers with qualified finishes in a main event, ***always award a total of exactly 9 points to 3 swimmers only.***

Example: In the case of a first place tie, combine the points for first and second,  $5 + 3 = 8$ , and split them between the two swimmers awarding 4 points each. The next finisher takes third place (not second) and receives one point. There is no second place. Three swimmers have scored, so you're finished. Ribbon writers award 2 first place ribbons, skip second place, and go on to third through last place.

**A frequent mistake to avoid:** Take the example above of a first place tie. The first mistake is splitting the first place points between the tied swimmers, awarding 2.5 each. Three points are then awarded to the next swimmer for second place and one point to the next swimmer for third place. That's 9 points total. So what's wrong with this? Plenty, the top 4, not 3, swimmers scored; and not one of them was scored correctly. Think about it; the third fastest finisher should not earn more points than someone faster, and third through sixth place finishers should not be elevated a place.

#### **How do you score an event with a second place tie?**

Answer: First place finisher receives 5, the next two each receive 2. That's 9 points total to 3 swimmers. Ribbon writers, skip the third place ribbon.

#### **How do you score a three-way tie for first?**

Answer: Each swimmer receives 3 points. That's 9 points total to 3 swimmers. Ribbon writers, skip the second and third place ribbons.

#### **Are there any exceptions to the 9-point, 3-swimmer rule?**

Yes, when you have fewer than 3 qualifying finishers in a main event or when you have more 4 or more swimmers placing in the point-scoring places, such as in the following cases.

4-way tie for first - split 9 points among 4 swimmers (2.25 points each)

3-way tie for second - award 5 points for first, distribute 4 points to the 3-way tie (1.33 each)

2-way tie for third - award 5 points for first, 3 points for second and split 1 point among tie (0.5 each)

**Relay Events** - Since only 5 points are awarded in a relay event, when there is a first place tie, divide the 5 points among the tie. In a 2-way tie, therefore, each team will receive 2.5 points. Ribbon writers, if it is a 2-way tie, there is no second place. You would write 8 first place ribbons, skip second place, and go on to third. Likewise, if first place were a 3-way tie, you would write 12 first place ribbons, skip second and third, and go on to fourth.

### **Disqualifications**

Make sure you rescore an event if you receive a late disqualification. Move each swimmer up in place to fill the disqualified position. Ribbon writers, you will not have sixth place finish (or fourth, if a four-lane pool).

### **Stopwatch Times**

Make sure you score as the recorder has listed the first, second and third place finishes. The recorder is the authority; ***do not rely on the stopwatch times.*** If second place has a faster time than first, do not assume the recorded finishes are incorrect. You should assume that one of the stopwatch times is incorrect due to human error. If the faster time sets a new pool record, call the TSA reps to handle the error. Otherwise, cross out the second place finish so it does not get recorded on the ribbon. Ribbon writers, always record the stopwatch time on the first place ribbon. It is optional for the second place ribbon.

### **Relay Team Swimmers**

Scorers, record the names of the first place team members for all relay events. This is needed for pool record keeping.

## **Place Judging and Recording**

**Why does the first place judge time the first place finisher?** The stopwatch time is used to determine if this swimmer set a pool record. This is the only reason for recording the time. It should never be used for breaking a tie or for determining a place finish. The time, whether or not it represents a new pool record, should be recorded on the first place ribbon. Recorder should record the first stopwatch time with the first place finish on the event sheet.

**Why does the second place judge time the second place finisher?** The stopwatch time is used only when the first place finisher has been disqualified and only then to determine if a pool record has been broken. Again, it should have no bearing on determining the place finish. Recorder should record the second place time on the event sheets.

**How do judges break a tie?** They shouldn't try to. If they agree that what they saw with their eyes was a tie. If they disagree, the recorder should poll the other judges. If it is still unclear, call it a tie. Never use stopwatch times to resolve a disagreement. Judging must be done by sight only.

**Why do judges go to their finish position after the event?** Two reasons. One is to let spectators know how the race finished. The other is for the recorder to identify disagreements and/or ties. If two judges are standing in the same lane, it indicates either a tie or a disagreement. Judges, please remain in your position until it is clear that the recorder has recorded all finishes.

**How does the recorder record a tie?** Generally, the tie swimmers receive the same finish position, the next place is skipped, and the next swimmer fills the next place after the skip. Example: Consider a 2-way tie for first place. Event sheets should show two firsts, no second, and one each for third and beyond. **Make sure you skip the place following the tie position.** Otherwise it will be confusing to the scorers.

**We need to record times for all of our swimmers. Why can't the place judges all use stopwatches and record times?** It's a great idea to record times for all of your swimmers so they can see their progress and set goals for themselves. However, other than to know if the winning time has smashed a pool record, times are not used in any official meet capacity. The place judges have the important task of determining by sight the finish of every swimmer in every main event. And remember, place judges judge a place, not an assigned lane. So to record every swimmer's time, you need a group of parents who do not serve in any official meet capacity to serve as personal best timers. Most other teams record all their swimmers' times, so you might want to coordinate with the other teams personal best timer in assigning lanes and then later trading information on each other's swimmers.

## **Clerk of Course**

**Medley Relay** - For the 7-8 and 9-10 age groups, keep in mind that each swimmer swims only 25 yards. This means that for the start of the race, 2 swimmers must be positioned at each end of the pool. The order of strokes is back, breast, fly, free.

Starting end - 1<sup>st</sup> and 3<sup>rd</sup> swimmer - backstroke and fly

Other end - 2<sup>nd</sup> and 4<sup>th</sup> swimmer - breaststroke and freestyle

For higher age groups, all swimmers start at the starting end of the pool.

**Main Events** – It is essential to correctly place swimmers in their assigned lane, according to the event sheet. When the event sheet indicates an empty lane, leave the lane empty.

**Heats** – When one team runs out of heat swimmers before the other team, the larger group may use all lanes.

Assign swimmers to the last two heats so that no one swims alone. Try to swim no fewer than three swimmers in the last heat. This may require that you take swimmers from the next to last heat.

## ***Runner***

The runner's job is to act as a courier, moving paper around the pool deck. The information on paper relates to main events only. The runner will collect an event sheet from each team's Clerk of Course at the start of a main event and must deliver it to the recorder before the race finishes. Once the recorder has recorded the results on each sheet, the runner delivers the sheets to the Scorers.

When needed, a runner must also take DQ slips from the Stroke and Turn Judges to the scorers. The Stroke and Turn judge will raise his hand or wave the pink slip to signal that a pickup is needed.

The runner must also move information from the scorer to the announcer. It is customary to announce the score after each stroke. It is also common to announce the new pool records as those results become available.

## ***Heat Ribbon Distributor***

Make sure that you're located at the finish end of the pool.

This position does not play a role in main events, as those swimmers will be awarded a place ribbon sometime after the meet.

Ribbon Distributors must observe the first place finish of each heat, since they will be passing out heat winner ribbons as well as participant ribbons. Ribbons are awarded at the finish end as the swimmers emerge from the water. A word of praise or encouragement to the swimmers is always welcome!

## ***Kid Pusher***

For 10&under swimmers, kid pushers are essential for supervising the groups as they wait for their events, lining them up and delivering them to the starting end when their event is called, and supervising them until the Clerk of Course takes over. As they finish their races and after they visit the coach, the swimmers return to the supervision of their assigned kid pusher.

A knotted rope can be used for the swimmers to hold on to as they proceed to the starting end. Alternatively having the swimmers hold hands or place hands on shoulders of the swimmer ahead of them in the line is also recommended.

The coach should provide the lineup, or order to swim, to the kid pusher before the start of the meet. Also essential is for the relay team lineups prepared by the coach to be given to the kid pushers prior to the start of the meet.

For the medley relay for the 7-8 and 9-10 age groups, the kid pushers should deliver swimmers 1 and 3 to the starting end and take swimmers 2 and 4 to the finish end, and remain with them until they swim.

## Vests for meet officials

### Required:

TSA Rep

TSA Rep

Stroke & Turn

Stroke & Turn

Clerk of Course

Clerk of Course

Recorder

Runner

Place judges:

1

2

3

4

5

6

### Worn by:

Home team

Visiting team

Home team

Visiting team

Home team

Visiting team

Home team

Home team

Home team

Visiting team

Home team

Visiting team

Home team

Visiting team

Optional: one for girls, one for boys, both home and away

Optional: one for girls, one for boys, home only

Optional: one for girls, one for boys, home only

### Optional:

Starter

Home team

Kid Pushers (assignment of swimmers depends on size of team):

6-U B

6-U G

7-8 B

7-8 G

9-10 B

9-10 G

11-up

Home team provides **required** vests. If you use two clerks of course for team, bring your own vests to away meets. Bring your our kid pushers' vests to away meets also. Teams should bring their optional vests to away meets.

Note: Vests are worn only by the officials who move about the pool deck. Stationary volunteers such as the starter, scorers and ribbon writers do not need to wear vests.